

DRAFT 1/7/14 – Work Plan for Care Models and Care Management Work Plan

Objectives	Supporting Activities	Target Date	Responsible Parties	Status of Activity	Measures of Success
Group logistics: charter, membership, meeting schedule, etc.	<ul style="list-style-type: none"> Review and refine draft charter Review membership list for gaps Develop 2013-2014 meeting schedule Identify resource needs 	December 2013	Staff; co-chairs; work group members	<ul style="list-style-type: none"> Draft charter in SIM Operational Plan Membership list developed 	<ul style="list-style-type: none"> Final Charter Comprehensive membership list 2013-14 meeting schedule Resources are adequate to accomplish objectives
Obtain consultants to assist with selected work group activities	<ul style="list-style-type: none"> Identify activities that could benefit from consultant expertise Develop scope of work and RFP Issue Engage in RFP <u>process if needed</u> Review bids Select vendor Execute contract <u>or contract amendment</u> 	March 2014	Staff; co-chairs; work group members; Core Team		<ul style="list-style-type: none"> Contract <u>or contract amendment</u> in place
Coordinate and collaborate with other work groups	<ul style="list-style-type: none"> Identify activities led by other work groups that relate to activities of the Care Models and Care Management Work Group Develop mechanisms for reporting about related activities to other work groups, and for obtaining information about related activities from other work groups 	Ongoing	Staff; co-chairs; work group members; other work groups		<ul style="list-style-type: none"> Well-coordinated and aligned activities among work groups
Develop understanding of current landscape of care management activities, including processes for collaboration.	<ul style="list-style-type: none"> Identify entities that conduct care management activities Identify data elements related to those activities (including processes for collaboration) Collect written information on data elements As requested by work group, ask selected entities to attend work group meetings <u>and webinars</u> to describe their activities in greater detail Use information collected to develop detailed care management inventory 	January February 2014	Staff; co-chairs; work group members; organizations engaging in care management; <u>consultant</u>	<ul style="list-style-type: none"> Initial list completed Data collection tool developed but being revised Data obtained from several organizations 	<ul style="list-style-type: none"> Comprehensive Care Management Inventory Work group members indicate understanding of current care management landscape

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Identify redundancies, gaps, and opportunities for coordination.	<ul style="list-style-type: none"> Based on written and verbal information, identify gaps Based on written and verbal information, identify redundancies Based on written and verbal information, identify opportunities for coordination 	February 2014	Staff; co-chairs; work group members; organizations engaging in care management; consultant		<ul style="list-style-type: none"> Written description of gaps, redundancies, opportunities for coordination
Research, summarize, and review best practices in care management.	<ul style="list-style-type: none"> Review literature Review best practices in other states Review best practices in Vermont 	February 2014; concurrent with landscape work	Staff, co-chairs, consultant ; CMMI Technical Assistance Staff?		<ul style="list-style-type: none"> Description of promising best practices
Identify characteristics and goals of ideal care models/care management activities for Vermont.	<ul style="list-style-type: none"> Based on review of best practices, discuss and identify Vermont's care model/care management goals Based on review of best practices, discuss and identify characteristics of ideal model(s) 	March 2014	Work group members		<ul style="list-style-type: none"> Description of characteristics and goals for Vermont
Develop strategic plan with recommendations on <u>how to invest resources to improve care management to support Vermont's goals (e.g., reinforcement, extension and/or adaptation of existing care models, and/or adoption of additional care management activities), to support Vermont's goals.</u>	<ul style="list-style-type: none"> Discuss and develop plan to meet goals and develop ideal model(s), including: <ul style="list-style-type: none"> Proposals to address gaps in services Proposals to eliminate duplication Proposals to reinforce, extend or adapt existing models Proposals for new models 	May 2014	Staff; co-chairs; work group members; consultant		<ul style="list-style-type: none"> Written strategic plan adopted by work group
Identify implementation needs (e.g., learning collaboratives, electronic	<ul style="list-style-type: none"> Review strategic plan to identify implementation needs Identify mechanisms and resources to meet 	June 2014	Staff; co-chairs; work group members; consultant		<ul style="list-style-type: none"> Written implementation plan, including proposed learning collaboratives,

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and other information, communication, provider engagement) and potential resources to meet those needs.	implementation needs		<u>consultant</u>		HIE needs, communication mechanisms, provider engagement activities, implementation resources